

**CITY OF ASHEVILLE, NORTH CAROLINA
CLASS SPECIFICATION**

**FIRE MARSHAL
FIRE AND RESCUE DEPARTMENT**

GENERAL STATEMENT OF DUTIES

Performs specialized administrative, technical and supervisory work in coordinating and participating in the City's fire and life safety programs. Employee reports to the Deputy Fire Chief.

DISTINGUISHING FEATURES OF THE CLASS

An employee in this class performs administrative, supervisory, advisory, training and inspections work in coordinating activities of Fire Code Enforcement Officers for the City. Work involves supervising and participating in the inspections of buildings for fire hazards, promoting fire prevention/education and fire safety awareness, and investigating fire involving death, injury or having questionable nature. Other responsibilities include acting as a liaison with industries on compliance with regulations on potential environmental and fire hazards. Work is performed independently within the framework of departmental policy. Considerable tact, courtesy and firmness are required in public contacts in explaining and enforcing pertinent laws and codes. Work is performed under limited supervision of the Deputy Chief and is evaluated through observation and review of reports in terms of the overall effectiveness of applicable fire and life safety programs.

ILLUSTRATIVE EXAMPLES OF WORK

ESSENTIAL JOB FUNCTIONS

Supervises the daily operations of the office which includes assigning and scheduling Fire Code inspections to subordinates, issuing permits and citations, civic talks, special projects, investigations and all other activities of the office.

Supervises and participates in the enforcement of the Fire Code which involves inspections of all commercial properties in the City; prepares code interpretations; drafts City Fire Code ordinances; stays current on City Fire Code changes and instructs subordinates as necessary.

Supervises and participates in a comprehensive prevention program for the City through the inspection of all foster homes, day care centers, nursing homes, and in home schools.

Reads and interprets building plans; approves construction plans in compliance with City Fire Code.

Conducts Unsafe Building Hearings; testifies in court as necessary.

Prepares a monthly report on fire activity and loss in the City; prepares fire protection reports; prepares other necessary reports, forms and correspondence.

FIRE MARSHAL

Inspects and conducts investigations (along with other officials) of fires of suspicious nature involving an injury or death to determine their cause. Prepares documentation of all actions taken in investigations in a form that will be acceptable either in civil or criminal court.

Assist in the development and enforcing of City fire prevention codes.

Provides input in budget formulation and submits to the Division Chief.

Reviews all building permits for Fire Code compliance and reviews plans of all sprinkler systems.

Confers with contractors, builders and vendors regarding project requirements on adhering to City Fire Code.

Responds to questions and complaints from the public regarding fire prevention and enforcement of the City Fire Code.

ADDITIONAL JOB FUNCTIONS

Performs related work as required.

KNOWLEDGE, SKILLS AND ABILITIES

Thorough knowledge of standard practices, procedures and methods involved in fire inspection, prevention and safety.

Thorough knowledge of modern investigation methods and techniques used to determine the cause of fires.

Thorough knowledge of building and fire codes and building construction.

Considerable knowledge of the geographical layout of the City.

Considerable knowledge of the current literature, trends, and developments in the field of fire prevention administration.

Working knowledge of the principles of supervision and administration.

Ability to recognize and define hazards and to recommend remedial action.

Ability to interpret and enforce regulations firmly, impartially, and tactfully.

Ability to supervise and coordinate the work of subordinates.

Ability to exercise sound judgment in routine and emergency situations.

Ability to meet, and persuasively and effectively deal with property owners, managers, and the general public to eliminate and prevent fire hazards and to stimulate interest and cooperation in fire prevention activities.

Ability to express ideas effectively orally and in writing.

Ability to communicate effectively on a one-to-one basis.

Ability to establish and maintain effective working relationships as necessitated by work assignments.

MINIMUM EXPERIENCE AND TRAINING

Associate's degree in fire science, engineering or related field; 3 to 5 years experience performing fire inspections/service work and fire prevention education or related experience; and/or any equivalent combination of training and experience required to perform the essential position functions.

FIRE MARSHAL

SPECIAL REQUIREMENTS

Possession of a valid driver's license issued by the State of North Carolina. Possession of the following Certifications issued by the State of North Carolina: Fire Prevention Inspector III and Building Inspector II. Fire Prevention Code Instructor not required, by preferred.

COMPETENCIES

Technical Competency: Ability to use the tools and concepts of the specialty area in which the employee works. Includes using appropriate processes, procedures, resources, and work or professional standards.

Interpersonal Competency: Ability to work with people, develop and maintain work relationships, communicate, manage conflict, and perform as an effective team member.

Intellectual Competency: Ability to think, learn and process information. Ability to solve problems and gather information. Includes having math and reading skills appropriate to job level.

Customer Service: Ability to identify customers, determine valid needs of a situation, and provide service or service recovery in a manner that satisfies the customer.

Organizational and Community Sensitivity: Ability to take the larger perspective into account, recognize organizational and community priorities and balance actions appropriately.

Physical Skills: Ability to perform required jobs with adequate strength, dexterity, coordination and visual acuity (with reasonable accommodation[s] if needed) and in a manner that does not pose a direct threat to the health or safety of the employee or others in the workplace.

Salary Grade 19
Exempt